



# Public Service Commission of Wisconsin

Ave M. Bie, Chairperson  
Joseph P. Mettner, Commissioner  
John H. Farrow, Commissioner

610 North Whitney Way  
P.O. Box 7854  
Madison, WI 53707-7854

January 26, 2001

Re: Electronic Filing of 2000  
Alternative Telecommunications Utility-  
Telecommunications Reseller (ATU-Reseller)  
Annual Report with the Public Service  
Commission of Wisconsin

**Annual Report and  
Fee, if Applicable,  
Required  
by April 2, 2001  
DWCCA-AR-2000**

To the Party Addressed:

Our records indicate that you have an obligation to **file** with the Public Service Commission of Wisconsin (Commission) **by April 2, 2001**, an **ATU-Reseller annual report** covering calendar year 2000 operations. If your Assessable Revenues **at page 5, line 5** are **less than \$200,000**, you also must remit to the Commission a continuation of certification **fee of \$100**. If these revenues are **\$200,000 or more, no fee is due at this time. (You will be billed at a later date for assessments due under Wis. Stat. §§ 196.218, 196.85, and 196.858).**

Please note the following concerning the 2000 ATU-Reseller annual report:

1. **Electronic filing is required for the 2000 annual report. Hardcopy or facsimile filing of the 2000 annual report is not permitted.** The Rules for Reporting page in the annual report contains additional instructions for filing this annual report.
2. The 2000 reseller annual report is a Microsoft Excel97 file that is available on the Commission's Web page at <http://www.psc.state.wi.us>. See the "2000 Annual Report for ATU-Resellers" item in the Telecommunications section of the Web page.
3. Wis. Admin. Code §§ PSC 168.09(4) and 168.12 require each reseller to report all of the items set forth in Wis. Admin. Code § PSC 168.12(1)(a) through (f) as well as assessable revenues information, as shown on page 5 of the annual report. Upon receipt of the required complete annual report and fee, if applicable, your company's ATU-Reseller Certificate of Authority shall remain in effect unless automatically expired pursuant to Wis. Admin. Code § PSC 168.07, the Commission revokes the certification under Wis. Admin. Code § PSC 168.13, or your company voluntarily surrenders the certification pursuant to Wis. Admin. Code § PSC 168.14. Failure to file your annual report and fee, if applicable, will result in the expiration of your Reseller Certificate of Authority, effective June 1, 2001. (Chapter PSC 168 of the Wisconsin Administrative Code is available on the Commission's Web page at <http://www.psc.state.wi.us/pdf/files/writings/resell/ch168ac.pdf>.)

4. **Public Filing**

If you intend to file the report on a public basis, you may either file the electronic report via e-mail ([pscrecs@psc.state.wi.us](mailto:pscrecs@psc.state.wi.us)) as an attachment, or mail (or send via courier) a diskette to the Commission. The public version of the report should be saved with the name "RES00\_XXXX.xls" with "XXXX" representing your company's 4-digit Commission utility identification number. (Your company's 4-digit Commission utility identification number is available on the Commission's Web page at [http://www.psc.state.wi.us/a\\_unfl/default.asp](http://www.psc.state.wi.us/a_unfl/default.asp).)

5. **Confidential Filing (Disregard this item if no portion of your company's report is to be filed on a confidential basis!)**

On October 23, 2000, the Commission issued an order in docket 1-AC-201 and implemented an Emergency Rule for Confidential Filing. A copy of the order in docket 1-AC-201 is available on the Commission's Web page at [http://www.psc.state.wi.us/a\\_cms2/default.asp](http://www.psc.state.wi.us/a_cms2/default.asp). Keep in mind that this rule may be modified by the date on which you file your completed 2000 annual report.

If you intend to file portions of the report on a confidential basis, you may file the report via regular mail or courier (not via e-mail) on a diskette. The confidential version of the report should be saved with the name "CRES00\_XXXX.xls." No information in this file should be masked. A second file, the public version of the report, must also be created. Begin with the saved "CRES00\_XXXX.xls" file and paste the word "CONFIDENTIAL" in all cells of the Excel file that you do not want available to the public. Then save the file with the name "RES00\_XXXX.xls."

**If your report is to be filed on a confidential basis, all questions contained in the Rules for Confidential Filing should be answered and filed, together with a Confidentiality Request form and notarized affidavit, with the completed annual report.**

6. When remitting the reseller continuation of certification fee of \$100, if applicable, an Excel macro will print a copy of the cover page (page 1) of the annual report as your remittance form. Click on the macro button at cell E1 on the Cover (Pg. 1) to print the page.
7. If a merger, takeover, combination, or other business reason results in a different name on the filed 2000 annual report from that shown on the envelope associated with this mailing, an explanation should be provided on page 4 of the annual report. This explanation should include the date of the change and the affected entities with their respective 4-digit Commission utility identification numbers.

**A name change is not effective in the Commission's records until a separate notification letter is sent to the Commission including documentation to confirm registration of that change with the State of Wisconsin Department of Financial Institutions (DFI).** (DFI application forms and instructions can be obtained by calling DFI at (608) 261-7577, using their web page at [www.wdfr.org](http://www.wdfr.org), or by writing to P.O. Box 7846, Madison, WI 53707-7846.). (Your company's name as shown in the Commission's records may also be verified on the Commission's Web page at [http://www.psc.state.wi.us/a\\_unfl/default.asp](http://www.psc.state.wi.us/a_unfl/default.asp).)

8. To assist you in providing assessable revenue information for remainder, telephone relay and universal service fund assessment purposes in the annual report, a document titled "Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" is available on the Commission's Web page at <http://www.psc.state.wi.us/writings/papers/tele/Assess.htm>.
9. Revisions, if any, to the annual report subsequent to filing with the Commission must follow the procedures set forth in the Rules for Reporting on page 2 of the report.
10. Be certain to report requested e-mail and Web site address information. Notification of the availability of the 2001 annual report form will be accomplished via e-mail (rather than by regular mail).

Do **not** send your annual report or fee, if applicable, to the State of Wisconsin Department of Financial Institutions or the State of Wisconsin Department of Revenue. Send your company's annual report to the Commission's e-mail address ([pscrecs@psc.state.wi.us](mailto:pscrecs@psc.state.wi.us)) or, if remitting by an electronic diskette, to the Commission's post office box address if using regular mail, or, if using a courier service, to the street address. All three addresses are on the cover page (page 1) of the annual report. The \$100 fee, if applicable, and fee remittance form should be sent to either the Commission's post office box or street address, depending on the selected mode of delivery.

If you have any questions, please feel free to contact me at (608) 267-9504.

Sincerely,

Kevin H. Klingbeil, CPA  
Audit Manager  
Telecommunications Division